



Board of Directors Meeting Minutes

March 1, 2007

1:30 p.m. – 4:00 p.m.

Secretary of States Office

1700 Broadway

Aspen Conference Room, 3rd Floor

Denver, CO

I. Call to Order: 1:44 p.m. Chairman Cadman

A. Roll Call

Present: Representative Bill Cadman, Evan Dreyer, Bob Feingold, Roxy Huber, Greg Jenik, Mike Locatis, Gerald Marroney, Don Mares, Rico Munn

Excused: Jack Arrowsmith, Secretary Mike Coffman, Senator Ron May

B. Introduction of Audience

C. Approval of February 1, 2007 Meeting Minutes of the SIPA Board of Directors.

MOTION: To approve the February 1, 2007 Meeting Minutes

Feingold/Marroney

Approved unanimously

II. Committee Reports

A. Business Committee, Bob Feingold

Bob Feingold stated that the Business Committee did not meet last month. However, Gregg Rippy and Bob Feingold completed the action item to discuss ideas of getting more agencies involved.

B. Contracts Committee, Gregg Rippy

Gregg Rippy reported that the only contract SIPA has right now in progress is with Jefferson County. They are still playing with the language and referring to the Kansas Portal. SIPA is very close to completing that EGE. Hopefully this will be an acceptable agreement, and it will not have to be revised 64 times.

C. Finance Committee, Gregg Rippy

Gregg Rippy said that it was his intentions to meet with the new SIPA treasurer, Mike Coffman, to submit a budget, which he does have a draft of, for the next fiscal year, but as of right now the fiscal year end is unknown. SIPA is trying to work this out. The Attorney General's office says that SIPA falls under local government, and therefore under a Calendar Fiscal Year. There is a list of authorities that are exempt from this and hopefully SIPA can just be added.

Referring to the Profit and Loss statement, Gregg Rippy pointed out that the \$20,000 Professional fees were to Colorado Interactive (CI) for Fat Wire. If this was all done in more of a timely manor, SIPA could have used the Federal Funds for this, but that was impossible. SIPA is ok paying this fee under the self-funding model.

Once the operating bank account is up to \$450,000, SIPA will use additional money to fund towards projects. SIPA will never look for appropriated money. This fee to CI was a one-time cost. Overall, SIPA's finance status continues to be good.

D. Personnel Committee, Rep. Cadman

No report.

E. Bylaws Committee, Gregg Rippy

Gregg Rippy stated he would meet with Richard Westfall to discuss the SIPA Bylaws and then bring it to the Board of Directors.

Discussion:

Richard Westfall said that in any give time, when 2/3 of the Board is present, the Board of Directors could take action that would be contrary to the Bylaws. There has to be 7 days prior notice to all Board Members.

III. New Business

A. Adoption of the Annual Business Plan

Gregg Rippy stated that SIPA is required to adopt an Annual Business Plan, which was on the agenda last month. In respect to the new members, the Board of Directors thought that it would be in bad form to approve without those new members.

Gregg Rippy referred to page 9, which states the progress to date. He explained that SIPA has completed phase one and will forever remain in phase 2. Gregg Rippy's guess is that phase 3 would be complete in 2-3 years. Progress is going to focus on the desires of the State CIO.

SysTest Labs looked at both CI and SIPA's Business plans. Gregg Rippy reiterated that this is the Board of Directors' chance to clarify or change the direction of the Portal. SIPA has focused on identifying more revenue generating applications, and they have started to bring those to queue.

Discussion:

Bob Feingold said that he does not have any additions or changes, but he is glad that Gregg Rippy had it reviewed by Systest so that it aligns with both plans.

Chairman Bill Cadman said that there are some grammar issues and mistypes and asked if the Board would grant him to make those changes.

Gregg Rippy responded saying that the appropriate changes will be made.

MOTION: To accept and approve the Annual Business Plan, with the grammatical improvements requested.

Feingold/Marroney

Approved unanimously

B. Executive Director Report, Gregg Rippy

Gregg Rippy first stated that he is so pleased with Governor Ritter's appointments to the Board of Directors, (Rico Munn, Evan Dreyer, Roxy Huber, and Don Mares).

Employment Contract

The Board of Directors was interested in composing an employment contract for Gregg Rippy and Richard Westfall. However, Richard Westfall suggested that it was not the correct thing to do. SIPA greatly appreciates Richard's legal advice.

SIPA Audit

Gregg Rippy believes that Clifton Gunderson will have to audit the 2006 fiscal calendar year and then once the SIPA Audit Bill passes, another audit will occur to pick up the 6 months from January through June 2007. Clifton Gunderson is still discussing on whether the Federal Funds Account will need to be audited. As an authority, SIPA did not have the ability to disperse the funds. That came from OSBP. So unfortunately, the audit is still in progress and SIPA will continue to work out the details. There will need to be an audit for the money flow through CI. Since SIPA/CI collect money on behalf of every entity that has an EGE Agreement, Clifton Gunderson needs to be able to audit this money and ensure that the money there is everything that SIPA/CI are entitled to. This is probably the most detailed part.

Discussion:

Senator Ron May believes SIPA should use the information just given as a testimony in the Audit Bill.

Chairman Bill Cadman asked if we know the cost for the audit.

Gregg Rippy said that they know what the cost is hourly and they will have to talk to the auditors for more details.

Don Mares asked for some background information (name of firm and how they were selected).

Gregg Rippy said that Clifton Gunderson is subcontracted through SysTest Labs. There have been discussions of pulling that completely. However, the audit will go directly to the Board of Directors.

Gerald Marroney asked if SysTest Labs could check with Clifton Gunderson's IT knowledge and on what should be there and what should not.

ACTION ITEM: Dan Wenger with SysTest Labs to check about Clifton Gunderson's IT knowledge.

Gregg Rippy stated that SIPA would also receive CI's 2006 audit.

Don Mares asked for Gregg Rippy to repeat whether this was a performance or financial audit. He asked whether the State auditors also audit SIPA.

Gregg Rippy replied that it is a financial audit and that SIPA is not subject for an audit by the State.

Richard Westfall agreed, however SIPA does file with the State.

Greg Jenik asked how it all flows with COFRS and how an audit occurs.

Gregg Rippy replied that COFRS has always been a challenge since day one. However, CI gets daily reports to make sure that each agency is getting their correct money. And since agencies are audited, COFRS is audited through each agency.

Dan Morrison continued to say that on a daily basis, Colorado.gov has transactions that are going in and out of the SIPA/CI joint bank account and then the money is automatically dispersed into the appropriate agency. Every agency has the ability to see the trail for the payment engine.

SysTest Labs

Gregg Rippy stated that he is trying to involve SysTest Labs more in the daily process of what SIPA is doing. Dan Wenger with SysTest Labs is now involved in the scoring process. (SIPA and Colorado.gov have a scoring matrix where they put a score on each project to place it in the development queue. It is important that the global impact and population demand is considered for each project. For example, online driver license renewal affects everyone, as opposed to a project that would only affect 100 people. The key criterion is self-readiness. Gregg Rippy invited any of the Board Members to come to one of these meetings.

C. General Manager's Report, Dan Morrison

MIIDB

Dan Morrison reported that February was very successful with the roll out of MIIDB (Colorado Motorist Insurance Information Database). The software CI built allows that any moment at any time you can see which automobiles have auto insurance. There are currently 50 active insurance company providers and they are updated over night, each night. There are an additional 50-60 companies waiting. CI currently has 3 staff members dedicated to this. MIIDB is a very big project and a real value to the State.

Online Vehicle Registration

Dan Morrison said that Colorado.gov's biggest success for the month is the OVR (Online Vehicle Registration). It launched in November and more than 6,500 motorists have renewed their registration in Denver and Douglas County. So far, there is a very long queue for other counties ready for the application. The public really likes this application and Colorado.gov is looking to get the entire Front Range by mid summer.

MANTIS

Dan Morrison stated that even though this is an internal application, this MANTIS software application allows CI to track and evolve the partners in the testing. It is very configurable, readily adopted by staff, and a great accomplishment for the month.

CMS

Dan Morrison said that CMS (the Content Management System) continues to be a huge asset and CI currently has 3 staff members dedicated to this project. CI has trained a dozen staff members this month from different agencies. In February 6 different websites launched with CMS.

Financials

Dan Morrison reported that the financial status is very stable and strong with more than \$530,000 for January. Colorado.gov still relies heavily on DMV records for the baseline. The challenge is to get more revenue generating applications that will make Colorado.gov less reliable on this.

Portal Metrics

Dan Morrison stated that since February just ended last night, he did not have current numbers.

i. Colorado Interactive Annual Business Report

Dan Morrison stated that he would like to hit some of the high points and talk about what Colorado.gov is going to do in 2007. 2006 was very busy since it was the first operational year. It was adopted by the Board of Directors that CI submits and present an Annual Business Plan.

CI accomplished most of its proposed goals set for 2006. The Payment Engine is complete, running successfully, and allows agencies to process credit cards and eChecks. The Content Management System was a major project. CI found the most appropriate tool, Fat Wire, and have trained many state employees in this program.

CI has been very successful in filling the Development Queue, so much in fact, that caution will be taken. However, that does not say that Colorado.gov is going to slow down. Dan Morrison wants to make sure that they do not over extend their capabilities.

Dan Morrison stated that Marketing has been a key tool for the Portal. Provided is a sample brochure that combines basic marketing and discussion of security. Dan Morrison hopes that the Board of Directors will look at this and let them know of any comments or changes.

Discussion:

Greg Jenik asked what this brochure is used for.

Dan Morrison replied that he would like to arm his staff and the SIPA Board of Directors with enough of these so when the opportunity arises, it can be shown. It is not something that would be mailed out.

Annual Business Report Continued

Dan Morrison stated that he wanted the new Board Members to know that CI's servers and other technology is hosted at Kipling behind the same firewalls that the State uses. He feels very secure, however, they are going to discuss a more formal Disaster Recovery (DR) plan and make sure that CI is aware of the State plan. The Board will see something about a DR plan soon. CI is very serious about security and they are in the process of being certified by Cybertrust. There is no possible way that hackers can get Social Security Numbers from the Colorado.gov because the Portal does not store them or any other high security numbers.

Discussion:

Greg Jenik stated that he thinks it is very important that the Portal is fully integrated with the State.

Annual Business Report Continued

Dan Morrison continued to report that Colorado.gov launched more than 60 applications last year, and the list continues to grow. The phone has been ringing with people coming to them with ideas ranging from online county ticket payments, mapping of sex offenders and criminal background checks. There are a large percentage of non-fee based projects. The Portal is not all about fees and would like to build more public service and free applications.

Dan Morrison reported that CI is on a solid finance footing. This is all pretty good for only being the second year. He looks forward to the Board's input and guidance.

Other Business/Additional Discussion

Rico Munn asked if he could get more help on understanding the relationship between SysTest Labs, Colorado Interactive, and the Executive Director.

Gregg Rippy replied that SIPA went through an invigorating RFP process and selected SysTest Labs. They are a resource that gives SIPA an independent set of eyes, and they provide testing protocols. SysTest Labs works for SIPA. It is a slightly different type of IV&V. They do not just criticize; instead they identify the problem and offer solutions. Because SIPA is a staff of two, it is always good to have an independent technical resource.

Rico Munn asked whether the Board of Directors would hear from Systest at the Board Meetings.

Gregg Rippy answered that SysTest Labs did in the past and they certainly can.

Rico Munn was surprised to see that there was not an IT Committee for SIPA.

Chairman Bill Cadman stated that this Board does not review themselves as a technology board; they make sure that happens through the State's Technology Committee.

Gregg Rippy said that is why the State CIO, Mike Locatis, sits on the Board of Directors. SIPA never looks at driving standards, SIPA looks at whatever standards that the platform has and integrates so that the public can view it. SIPA is focused on solutions. Gregg Rippy said that is impressed with the IT experts that CI has. Mark Church is the head developer at CI.

Rico Munn said that he has no basis to commend or go after CI and that they are fine for all he knows.

Don Mares stated that each state agency has their CIO's in a close relationship. The best person to contact is your internal CIO, if and when they are involved with Systest. There is a good balance and relationship here. The Department of Revenue CIO has been key and the State CIO will be participating in that. The Policy Board, the State CIO or Gregg Rippy will catch that if there is a problem.

Gregg Rippy said that the MANTIS program would be able to catch problems and see an escalation of errors.

Greg Jenik stated that one comfort that the Board of Directors should take is to rely on the relationship that SIPA has with CI. It is revenue sharing.

Rico Munn said that you could say that with anyone.

Bob Feingold stated that for historical purposes, the Board of Directors proposed to hire what they would call a CIO to work under the Executive Director or a Chief Technology person to fulfill that interface role with CI. That would free up some of Gregg Rippy's time to serve as the outside person to work with EGE's. However, the Board of Directors did not create that position and utilized the resources of the IV&V contractor.

Mike Locatis said that OIT has a very important role in making sure that SIPA, Colorado.gov, and CI are all in line with security standards. OIT has already started meeting and they will continue to do so. Mike Locatis said that he could also serve as a third party observer.

Rico Munn said that he is learning as he goes, but it still just seems a little strange that there is no structure or process. Maybe the Board needs a better way of how they are going to hear from that entity through Gregg Rippy's reports or something else. Relying on the CIO's is problematic. Rico Munn said for example, he has no idea what Tina Montoya is doing with SIPA or how she can inform him. There are many different levels of information. There should be one shared body of knowledge. Rico Munn said that he sees that as a strange flaw in the system.

Gerald Marroney stated that the group of CIOs are there watching out for each state agency and if one has a problem, they will let the rest know, especially if it were to relate to CI, they would let the Board of Directors know. He thinks that (IT position under Gregg Rippey), is something that the Board considered but it was not something that the Board wanted to pay for on top of paying for SysTest Labs. Gerald Marroney said that he feels comfortable with the State CIO, Mike Locatis being involved.

Chairman Bill Cadman said that the Board had many deliberations on that specific topic. It can still be on the table if the Board of Directors sees fit.

IV. Agenda Items for Next Meeting

None specific

Next meeting is scheduled for:

Thursday, April 5, 2007

1:30 p.m. – 4:00 p.m.

Secretary of State's Office

1700 Broadway

Blue Spruce Conference Room, 3rd Floor

Denver, CO

V. Adjournment

The meeting adjourned at 3:15 PM.